

Summer Food Service Program Internet Application Manual

Revised February 2014

*Your 'how to' guide for successful
submission of the SFSP Application*

Department of Public Instruction
125 S. Webster Street
PO Box 7841
Madison, WI 53707-7841



The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Table of Contents

	Pages
Overview of Application Process	3-5
Outline of Application	
DPI Contact Information	
Basic Navigation Instructions	6
Logging on to the Website	7-9
Starting the FNS Web Pages	
Application Completion Process	
General Information.....	10-11
Sponsor Administrative Personnel Information	12
Personnel Working for Other Sponsors and/or FSMC	13
Income, Operational and Administrative Budget Information	14
Sponsor Management Responsibilities.....	15
Sponsor Training Session	16
Civil Rights Pre-Award Compliance Review Information	17
List of Site(s) Registered.....	18
Site Application	19-20
Site Food Service Personnel Information.....	21
List of Session(s) Registered.....	22
Session Information	23
List of Session(s) Registered & List of Site(s) Registered	24
List of Documents to be Submitted to DPI for Approval	25
Certification Page.....	26
SFSP Application Submission & Print/Browse.....	27-29

Overview of Application Process

The Summer Food Service Program (SFSP) requires the annual submission of an application or contract to participate in the SFSP. This Manual will help you to navigate through the on-line application process. If you have any questions after reading through the Manual please contact Amy Kolano at 608-266-7124.

What can on-line contracts do for you?

Decrease the time you spend on the application process! Much of the information that is entered will 'roll-over' the following year and require that the Agency only update that information.

Why is it important to follow this Manual?

The Manual provides you with step-by-step instructions for each screen you will need to complete. Following these instructions will help prevent loss of data and prevent frustration on the part of the Enterer!

What do you need to know prior to entering the application information?

Everything that is part of the Application! You need to be prepared BEFORE sitting down at the computer to complete the application process. The following is an outline of what will be asked for:

General Information:

- name, address, phone number of the sponsoring agency
- dates of operation for the entire summer operation
- copy of your federal tax exempt status (if new)
- decision on whether to receive USDA Foods (if eligible)
- decision on whether to request an advance in payment
- completed Vendor Agreement if purchasing meals from a vendor (if over \$150,000 invitation to bid and bid schedule must be submitted to DPI prior to award)
- planned summer menus if a new sponsor or concerned about meeting the Meal Pattern Requirements
- completed media release (if not using the DPI prototype)
- completed Letter to the Health Department (everyone)

Administrative Personnel

- Names, title, number of hours devoted to SFSP, salary per hour

Budget Information

- Estimated income to be used to finance the SFSP
- Operational budget (food, non-food supplies, food service labor, kitchen utilities, cost of transporting food or children, delivery truck rental, etc.)

Overview of Application Process Continued

- Administrative budget (administrative labor - monitoring, completing the application, claims; administrative utilities, postage, office supplies, etc.)

Sponsor Management Responsibility

- Name of person(s) with various management responsibilities, titles

Sponsor Training Sessions

- Name of person(s) conducting the training, training date(s), topics to be covered

Civil Right Pre-Award Compliance Review Information

- Estimate of the racial ethnic make up of the children you will be serving in the SFSP
- Efforts made to assure that minority populations have an equal opportunity to participate
- Effort made to contact minority and grassroots organizations
- List of federal agencies providing financial support to the sponsoring agency and declaration of compliance

Site Application Detail

- Name, address and phone number of site(s)
- Name of site supervisor
- Type of site and how it is eligible (supporting documentation of eligibility may be required to be mailed or faxed in to DPI)
- Whether or not the site participates in any other Child Nutrition Programs
- Tentative monitoring dates for each site
- Names of monitors

Site Meal Service Information

- Decision on whether or not there is a need to request a meal pattern exception or variation (usually only requested if serving very young children)
- For School Program Only - decision on which menu planning system
- Decision on Offer Versus Serve provision to use for each site
- Location of site(s) (indoor or outdoor), how many children can eat at one time, how meal service will be supervised
- Meal count procedure for each site
- Whether or not the site had participated in the SFSP in prior years, if 'yes', with which sponsor
- Whether or not meals are prepared on-site or delivered
- Description of meal order adjustments, storage facilities, etc.

Food Service Personnel Information

- Name of food service person(s) at each site, total numbers devoted to SFSP, salary per hour, food service duty, dates of employment

Session Information

- Dates of operation for each site, number of days operating each month, operating days of the week and types of meal services requested
- Estimated number of children to be served at each site

- Estimated number eligible for free/reduced price meals
- Beginning and ending time of meal service

New Agencies Only

In order to access the on-line application, new agencies (those that have not operated ANY child nutrition program) must obtain a temporary agency code and password. Please contact the DPI office at (608) 267-9129. A permanent agency code and password will be provided to you upon approval of your application.

What kind of documents still need to mailed/faxed/e-mailed to DPI?

All sponsors must submit a copy of the Letter to the Health Department. New sponsors that do not participate in the National School Lunch Program will need to also submit a copy of the signed Agreement/Policy Statement. For prior year sponsors, a copy of the signed Agreement/Policy Statement is on file at DPI. The agency will need to "Agree" to the terms of the Application, Agreement, and Policy Statement each year on-line. Agencies should download the Agreement from the Certification page and read prior to clicking on the "Submit" button.

If a sponsor chooses to use a different media release than the one provided by DPI, the media release must be sent to DPI for approval. If an agency plans to provide meals using the Child and Adult Care Meal Pattern or is requesting another type of meal pattern variance, this request must be submitted in writing. Vended sponsors must submit a signed Vendor Agreement. If the vendor agreement is over \$150,000, a copy of the invitation to bid and bid schedule must be submitted to DPI prior to award. In addition to the above, all new sponsors must provide a copy of their agency's 501(c)(3) status (if a Private Non-Profit Organization and not a church) and a copy of their planned menus.

Questions throughout the on-line application will trigger the need to submit the above items. After entering all application information, you will be reminded of the documents that need to be forwarded to DPI in order for your application to be approved.

Amy J. Kolano, RD, CD
 Summer Food Service Program Coordinator
 Department of Public Instruction
 PO Box 7841
 Madison, Wisconsin 54707-7841
 Fax: 608-267-0363
amy.kolano@dpi.wi.gov

Basic Application Navigation Instructions

LINKS TO A PRIOR PAGE – In order to return to a prior page/screen that you have already visited, you must click on one of the ‘links’ at the bottom of the screen. The name of the link will tell you what screen you will go to. These links are in a horizontal row at the bottom of the screen and are a different color than the regular printing on the entry pages.

Remember that you must go forward to the next page to automatically save new information that you have entered. If you simply click on the “Back” icon at the top of the screen your newly entered data **WILL NOT BE SAVED** when you return to the page.

LINKS TO OTHER PAGES – If a portion of text is underlined, i.e., Site Information, this means that if you click on this underlined text you will go to a different web page, called a “linked-page” or “link”. If you go to a link on another page by clicking on the underlined text, the next time you are in the same menu the link will be a different color. This is controlled by your browser (Netscape or Internet Explorer).

GO BACK TO PREVIOUS PAGE – To return to a page you were just on (or others before that) just click on the “Back” button on the Internet Menu on top of the page, on the left side of the screen.

Remember that you must go forward to the next page to automatically save new information that you have entered. If you simply click on the “Back” icon at the top of the screen your newly entered data **WILL NOT BE SAVED** when you return to the page.

GO FORWARD TO A PAGE – You may only go forward to a page by clicking on the link that will send you to the appropriate site. However, if you have used the “Back” button (#4 above) you may then use the “Forward” button at top of screen to return to a page you have already entered.

TIME LIMITATIONS – A timer starts from the moment the application site is entered. If there is no activity at all for 30 minutes, the user will get an error message and has to return to the main “Login” screen. Any movement on a page at all, such as going from one screen to another or even just moving to another entry field on the same page will reset the 30-minute timer. This limit is set up so that users do not log in to the FNS site and stay on it all day without entering any information.

EXIT PROGRAM – Blue boxes at the top of the screens include “Logout.” Click on this “Logout” box to exit from the entire program. **If exiting the system before completing the contract, be sure to click on the "Continue" button at the bottom of the screen you are working on. This will save the information from that page.**

ACCESS CONTRACT AFTER FINAL DPI APPROVAL – After the completed agency contract has been approved by the assigned consultant at DPI, the sponsoring agency can access the contract to print or update information. Access the DPI site at: http://fns.dpi.wi.gov/fns_online. You will then use the permanent Agency Agreement Number (Agency Code) assigned after final contract approval.

Logging onto the Website

1. **Open the Internet Browser.** You may use either Internet Explorer or Netscape. Screens will appear differently on each. Internet Explorer is recommended, but data will be accepted from either.
2. **Use the mouse to click on the “Location area”** at the top of the Browser page. Entire ‘address link’ should be highlighted to start with. If not, highlight it with mouse.
3. **Type the following:** <http://fns.dpi.wi.gov/> to replace ‘address link’. Press Enter to go to site.
4. **Click on “On-Line Services” button.**
5. **Click on the “On-Services Log-in” button** (scroll down to find internet application and claim instructions for each program, if needed)
6. Enter the Agency's permanent Agency Code and Password. Note: the password will be the same as the password used by your agency to submit reimbursement claims. If your agency code starts with a zero, do not include the leading zero(s) in your agency code. For example, if your agency code is 01-2345, you would enter 12345 as your agency code. Enter the password as it was assigned to you. When done, click on the “Submit” button.

For New Agencies: enter the temporary agency code and password. After your application has been approved, you will receive your permanent agency code, site code(s) and password.

The screenshot displays the Wisconsin Child Nutrition Programs website. On the left is a sidebar with a menu including: Hot Topics, Grants, Training, 2010 Child Nutrition Reauthorization, Index, Personnel Directory, Program Statistics, Online Services, Social Media: Facebook, Twitter & RSS Feeds, Email Us, and FNS Home. The main content area is titled "Wisconsin Child Nutrition Programs" and includes a welcome message. Below this is a grid of 18 icons representing various programs: After-school Programs, Child and Adult Care Food Program, Child Nutrition Reauthorization, Civil Rights, Direct Certification, Farm to School, FFP Program, Healthier US Challenge, Index, Milk Programs, National School Lunch Program, Online Services, Program Statistics, School Breakfast Program, Summer Food Program, Team Nutrition, Training Resource Center, and USDA Foods. An arrow points from step 4 of the instructions to the "Online Services" icon. Below the grid, the "Wisconsin Child Nutrition Programs Online Services" section features three buttons: "Online Services Log-in", "USDA Foods Ordering System", and "Verification Summary Report". An arrow points from step 5 to the "Online Services Log-in" button. Below this is a table titled "Assistance with Online Services" with columns for Child and Adult Care Food Program (CACFP), Special Milk Program (SMP), School Programs, Summer Food Service Program (SFSP), and USDA Foods. At the bottom, a login form is shown with the Wisconsin Department of Public Instruction logo, a "LOG IN" button, fields for "Agency Code" (containing "999001") and "Password" (masked with dots), and "Submit" and "Reset" buttons.

Logging onto the Website Continued

7. Select **"Summer Food Service Program"** from the Main Menu.



8. Select **"Contract"**



9. Select **"Enter-Modify Contract"**



SFSP Contract Preparer/Enterer Information

Each time you enter the FNS system to submit or revise contract information, you will be asked to enter the name and contact information for the person who is entering the data.


1. Enter the “Preparer/Enterer Name and Contact Information” for the person actually entering the information or who can answer questions on the information given.
2. An email address for the Contract Preparer/Enterer is required.
3. Click on the “Continue” button at the bottom of page when you have finished entering the information.
4. Start entering information on the “Summer Food Service Program, General Information” page. Be sure to complete the Sponsor Application and the Site Application(s) prior to submission to DPI.

The screenshot shows the Wisconsin Department of Public Instruction's website. The header includes the state logo and the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION". Below the header is a navigation bar with links: Home-Day Care, School Nutrition Program, Community Nutrition Program, Summer Food Program, and Logout. A secondary navigation bar contains links: Home, Contract, and Submit Contract. The main content area is titled "Summer Food Service Program (2010) Application Contract Enterer Information" and "10014 - Adams-Friendship School District". It features a form titled "[Contract Preparer/Enterer Information]" with the instruction: "Please fill in all requested information. It will be used to contact the agency for any questions regarding the submitted Application." The form includes input fields for First Name, Last Name, Phone Number (with separate fields for area code, number, and extension), and Email. A "CONTINUE" button is located at the bottom of the form.

General Information

Most of the fields will be automatically filled in with prior year's information. Please be sure to review all fields. Enter information where empty and update as necessary.

1. The Agency Code should have automatically been transferred to this page.
2. Enter the Agency Name.
3. Select Sponsor Type. If "Private" is selected new sponsors will be required to submit a copy of the Agency's Federal Tax Exempt Status - 501(c)(3).
4. Enter the Agency's EIN Number.
5. Select the County in which the Agency is located.
6. Select Sponsor Status
7. Enter Agency Street and Mailing Addresses
8. Enter Contact Information for the Authorized Representative of the SFSP.
Phone number: Enter only digits, no () or - or .
Person Signing: If someone else is authorized to sign the Claim Form, enter the name of that person. If not, re-enter the name of the Authorized Representative.
9. Enter the beginning and ending Dates of Operation for the SFSP and provide Total Days of Operation for entire program.
10. Select Meal Preparation Type:
Self-preparation Sponsor: The sponsor prepares the meals which will be served at its site(s), and does not contract with a FSMC or vendor for the preparation of all or a portion of the meals.
Vended Sponsor: Sponsors that contract with a FSMC or vendor solely for the purpose of preparation of meals for the SFSP.
11. Select Provider Type and Enter Provider Name.

 WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION				
Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Logout
Home Submit Contract				
Summer Food Service Program (2010) Application General Information 10014 - Adams-Friendship School District				
<i>To apply for participation in the Summer Food Service Program (SFSP) complete the application along with site(s) information and submit it to DPI. Collection of this information is a requirement of the SFSP.</i>				
Agency Name		Sponsor Type		
Federal Employer Identification Number		County		
Sponsor Status				
Agency Street Address				
Street Address				
City		Zip		
Mailing Address (Enter even if it is the same as the street address listed above)				
Street/P.O. Box				
City		Zip		
Authorized Representative				
First Name		Last Name		
Title		Phone Number		
Person Signing				
Intended Dates of Food Service Program Operation and Meal Preparation Information				
Program Start Date		Program End Date		
Total Days of Operation				
Meal Preparation		[<input checked="" type="radio"/> Self-prep <input type="radio"/> Vended]		
<input type="checkbox"/> Check if vended and Sponsor requests a waiver of the unitized meal requirement.				
Meal Provider Type				
Provider Name				
Check all that apply to your agency				
<input type="checkbox"/> Applicant is requesting USDA commodities Value <i>If requesting commodities, Select delivery option</i>				
<input type="checkbox"/> Applicant is requesting advance payment for administrative costs				
<input type="checkbox"/> Applicant is requesting advance payment for operational costs				
<input type="checkbox"/> Applicant provides year-round services to the area or community served by the Summer Food Service Program such as neighborhood recreation services, program for elderly, social services for families, etc.				
<input type="checkbox"/> Applicant / organization or any person working for the agency/organization has been terminated or has been seriously deficient in the operation of the Summer Food Service Program or any Child Nutrition Program				
<input type="checkbox"/> Applicant expended \$500,000 or more in total Federal awards during the prior Federal Fiscal Year.				
<input type="checkbox"/> Applicant plans to submit 2-4 weeks of planned menus to DPI to review. (New Sponsor must select this option)				
<input type="checkbox"/> Applicant will be using the media release prototype provided by DPI to notify the public of the agency's operation of the SFSP. (If using another format, please submit to DPI for approval)				
<input type="checkbox"/> Applicant participated in the Summer Food Service Program in prior year Prior Agency Code Prior State Wisconsin Prior Year				

General Information Continued

Sponsors that purchase meals from a vendor must submit a signed copy of the current Vendor Agreement between the sponsor and the vendor. A sample vendor agreement can be found in the SFSP Administrative Guidance Manual attachments under Section 4, Meal Service. If the amount of the contract exceeds \$150,000, a copy of the invitation to bid and bid schedule must be submitted to DPI prior to the award.

12. Check all boxes that apply to your agency:

USDA Foods – Sponsors that qualify may request to receive a one-time shipment of USDA Foods. Select 'delivery' or 'pick-up'. If the sponsor's vendor will be picking up from the warehouse, select 'pick-up'.

Advance Payments - Advance payments are made upon request. The amount of advance is determined from the estimated meals to be served. In some cases actual performance from the prior summer may be used determine the amount of the advance. Advance payments will be deducted from future reimbursement payments. Advance payments are made on a monthly basis. Sponsors must request the advance at least 30 days prior to the payment dates of June 1, July 15, and August 15. Second month's advance payments are made when a sponsor operates for more than one month and submits the required PI-1491, Certification for Second Month's Administrative and Operational Advance. School Food Authorities are exempt from this requirement. The PI-1491 can be found in the SFSP Administrative Guidance Manual Attachment Section.

<input checked="" type="checkbox"/> Applicant is requesting USDA Foods If requesting USDA Foods, Select delivery option <input type="text" value="Delivery"/>
<input type="checkbox"/> Applicant is requesting advance payment for administrative costs <input type="checkbox"/> Applicant is requesting advance payment for operational costs
<input checked="" type="checkbox"/> Applicant provides year-round services to the area or community served by the Summer Food Service Program such as neighborhood recreation services, program for elderly, social services for families, etc. <input type="checkbox"/> Applicant / organization or any person working for the agency/organization has been terminated or has been seriously deficient in the operation of the Summer Food Service Program or any Child Nutrition Program <input type="checkbox"/> Applicant expended \$500,000 or more in total Federal awards during the prior Federal Fiscal Year. <input type="checkbox"/> Applicant plans to submit 2-4 weeks of planned menus to DPI to review. (New Sponsor must select this option) <input checked="" type="checkbox"/> Applicant will be using the media release prototype provided by DPI to notify the public of the agency's operation of the SFSP. (If using another format, please submit to DPI for approval) <input checked="" type="checkbox"/> Applicant participated in the Summer Food Service Program in prior year Prior Agency Code <input type="text" value="10014"/> Prior State <input type="text" value="Wisconsin"/> Prior Year <input type="text" value="2012"/>
Check all the USDA program in which agency/organization participates <input type="checkbox"/> None <input type="checkbox"/> Child and Adult Care Food Program <input checked="" type="checkbox"/> National School Lunch Program <input checked="" type="checkbox"/> School Breakfast Program <input checked="" type="checkbox"/> Food Distribution Program (Commodity) <input type="checkbox"/> Special Milk Program
Description of the method used to secure corrective action if problems are observed at a site, including plans for follow-up and explanation of when a site would be closed. Prompt action will be taken to correct the problem. Monitor will follow-up and document corrections made. Monitoring will continue throughout the summer at a level to comply with program regulations.

Menus - New sponsors MUST select the statement indicating the applicant plans to submit menus to DPI to review. All other sponsors may select this option as they feel necessary.

Media release - If the agency does NOT opt to use the DPI prototype a copy of the media release to be used for publicizing the SFSP must be submitted for DPI approval.

13. Check all the other USDA programs the agency participates in. Sites participating in the SFSP are not eligible to participate in the Special Milk Program for the same time period; sites which participate in the CACFP cannot switch to the SFSP unless: 1) there is a significant change in the services provided, and 2) there is a significant change in enrollment - USDA FNS Instruction 782-4, Rev. 2. If CACFP is selected, the applicant must submit a full description of the site services/enrollment changes for consideration.

14. Enter the Description of the method used to secure corrective action if problems are observed at a site.

15. Click the "Continue" button at the bottom of the screen.

Sponsor Administrative Personnel Information

1. Enter sponsor personnel (names, title, # hours devoted to SFSP, salary per hour, prior work with other SFSP sponsors and/or FSMCs) who will be responsible for administering the Summer Food Service Program. Use the 'New Record' button at the bottom of the screen to add more personnel to the list. Click "Save". To delete a name, click on the name of the person and then click on the 'Delete' button.

As with the rest of the budget, if administrative personnel change after submission of the SFSP application, an amendment must be made. The total of the Administrative Salaries will be carried over to the Operational and Administrative Budget page.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home Day Care School Nutrition Program Community Nutrition Program Summer Food Program Logout

Home Submit Contract

Summer Food Service Program (2010) Application
Sponsor Administrative Personnel Information
10014 - Adams-Friendship School District

Administrative Personnel
Review and update personnel information for those who will be responsible for administering the Summer Food Service Program (SFSP). To add new personnel click 'New Record' button. To drop personnel from the list select the person and press 'Delete' button.

Administrative Person First Name	Administrative Person Last Name	Title of Administrative Position (i.e., Director, Bookkeeper, Monitor, Clerical)	Total Hours Devoted to SFSP	Salary Per Hour, If Volunteer Enter Zero	Total Salary Amount for Program	Does Person Work For Other SFSP Sponsor or FSMC?
----------------------------------	---------------------------------	--	-----------------------------	--	---------------------------------	--

NEW RECORD CONTINUE

[Sponsor Info]

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home Day Care School Nutrition Program Community Nutrition Program Summer Food Program Logout

Home

Summer Food Service Program (2010) Application
Modify, Delete Selected Sponsor Administrative Personnel Information
10014 - Adams-Friendship School District

Administrative Personnel
Provide the names, titles, hours spent on SFSP and Salaries of the staffing personnel. Indicate if personnel work for another SFSP or FSMC. To Modify information change data and click save button. To delete the record click delete button.

Administrative Person First Name
Administrative Person Last Name
Title of Administrative Position (i.e., Director, Bookkeeper, Monitor, Clerical)
Total Hours Devoted to SFSP
Salary Per Hour, If Volunteer Enter Zero
Does Person Work For Other SFSP Sponsor or FSMC? ☐ Yes ☒ No

BACK SAVE DELETE

[Sponsor Info]

Personnel Working for Other Sponsors and/or FSMCs

If "yes" was selected on the prior page to the question "Does Person Work for Other SFSP Sponsor or FSMC":

1. Click on the name of the person listed.

The screenshot shows the Wisconsin Department of Public Instruction website. The header includes the logo and the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION". Below the header is a navigation bar with links: Home-Day Care, School Nutrition Program, Community Nutrition Program, Summer Food Program, and Logout. The main content area is titled "Summer Food Service Program (2010) Application" and "Personnel Working for Other Sponsor/FSMC Information". It specifies "10014 - Adams-Friendship School District". Under the heading "Administrative Personnel", there is a sub-header "Review and update information of personnel working for other sponsor or food service management companies." and a prompt "Click on First or Last Name and update the information". A table lists personnel with columns: First Name, Last Name, Other Sponsor Name, Other Sponsor/FSMC Address, City, Zip, State, and Phone. The first row shows "Amy" and "Kolano". Below the table is a "CONTINUE" button. At the bottom, there are links for "[Sponsor Info]" and "[Admin Personnel]".

2. Enter name of sponsor/FSMC and address for each affected administrative employee.

3. Click on "Save"


The screenshot shows the same Wisconsin Department of Public Instruction website. The header and navigation bar are identical. The main content area is titled "Summer Food Service Program (2010) Application" and "Update Selected Personnel Working for Other Sponsor/FSMC Information". It specifies "10014 - Adams-Friendship School District". Under the heading "Administrative Personnel", there is a sub-header "Provide sponsor/FSMC names and other informations where personnel is also working. Click save button to save the data or 'Back' button to go back without saving." Below this is a form with fields for: Other Sponsor Name, Other Sponsor/FSMC Address, City, Zip, State (a dropdown menu currently showing "Wisconsin"), and Phone. At the bottom of the form are "BACK" and "SAVE" buttons. At the bottom of the page, there are links for "[Sponsor Info]" and "[Admin Personnel]".

Operational and Administrative Budget Information

The SFSP requires the sponsor to maintain a non-profit food service account and a program specific budget. Amendments to the budget may be made after submission to DPI.

Entering data on this page - do not use commas; Enter '0' when you have no expenses for a line item.

1. Indicate the expected income from all sources that will be used to help finance the Summer Food Service Program. The SFSP reimbursement rates, found in the SFSP Administrative Guidance Manual attachments under Section 8, Program Payments, will be helpful in estimating expected income. **If Estimated SFSP Reimbursement will not cover the cost of the Program, you MUST enter income into the "Other Income:" line. Total Income must be equal to or more than Combined Total Expenses.**
2. Operational and Administrative Budget. Enter all operational and administrative cost associated with the SFSP. Please refer to Chapter 4, Program Payments in the SFSP Administrative Guidance Manual for more information regarding allowable vs. unallowable program costs. Note that in order for an item to be allowed as a SFSP cost (either operational or administrative) documentation must be on file to support the expense. Examples of support documentation can be found in the SFSP Administrative Guidance Manual attachments under Section 8, Program Payments. Please note that if equipment and/or office space is rented for the SFSP, rental agreement(s) must be submitted to DPI.
3. If estimated Total Income **exceeds** the combined total operational and administrative expenditures, describe how excess funds will be used in the text box provided at the bottom of the page.
4. Click "Continue" when finished.


**WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION**

[Home](#)
[Day Care](#)
[School Nutrition Program](#)
[Community Nutrition Program](#)
[Summer Food Program](#)
[Logout](#)

**Summer Food Service Program (2010) Application
Income, Operational and Administrative Budget Information**

10014 - Adams-Friendship School District

Indicate the expected income from all sources that will be used to help finance the Summer Food Service Program

Enter \$ Amount with NO commas. Only decimal is allowed.


Income Source	Income Amount (\$)
Net Income Carried Over From PRIOR Summer	0
Estimated SFSP Reimbursement THIS Summer	79500.00
Donations	0
Others	0

Operational and Administrative Budget

SFSP Operational Expenditures	Budgeted Operation Costs (\$)
Food	35000.00
Total Labor Salaries	0
Other Operational Labor	32000.00
Nonfood Supplies	3200.00
Utilities	0
Kitchen or Truck Rental	0
Equipment Rental	0
Transportation Children or Food (Rental)	0
Transportation Children or Food (Mileage)	2600.00
Other	400.00
Total Budgeted Operation Costs	73200.0

SFSP Administrative Expenditures	Budgeted Administrative Costs (\$)
Total Administrative Salary	1400.00
Office Space Rental	0
Office Supply	100.00
Transportation Admin. and Monitors (Rental)	0
Transportation Admin. and Monitors (Mileage)	500.00
Utilities	0
Telephone	0
Postage	200.00
Legal Fees	0
Use Allowances	0
Other	0
Total Budgeted Administrative Costs	2200.0

Explain how excess funds will be used if SFSP income exceeds SFSP expenditures.(1000 or Less Character)

 **CONTINUE**

Sponsor Management Responsibilities

1. Identify by name and title the persons responsible for:
 - Approving Purchases or Rentals
 - Approving Number of Regular or Overtime Hours of Employees
 - Reporting Participation and Cost Data; Preparing Claims for Reimbursement
 - Coordination of Site Supervisors
 - Coordination of Monitoring Requirements

Click on "New Record" to add people to the list.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home Submit Contract

**Summer Food Service Program (2010) Application
Sponsor Management Responsibility Information**

10014 - Adams-Friendship School District

Review and update information for those who will be responsible for management responsibilities. To add new personnel click "New Record" button. To drop personnel from the list select the person and press "Delete" button.

Person First Name	Person Last Name	Title of Management Position	Responsibility of Management Position	Other
<div> </div>				

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget]

2. Enter or change information. Click "Save" when finished.

3. Click on "Continue" when finished.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home

**Summer Food Service Program (2010) Application
Add Personnel for Management Responsibility Information**

10014 - Adams-Friendship School District

Provide the names, titles and management responsibility of the staffing personnel and click save button to save the data. Click 'Back' button to go back without saving.

Person First Name	<input type="text"/>
Person Last Name	<input type="text"/>
Title of Management Position	<input type="text"/>
Responsibility of Management Position	Approving Purchases or Rentals
Other	<input type="text"/>

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget]

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home Submit Contract

**Summer Food Service Program (2010) Application
Sponsor Management Responsibility Information**

10014 - Adams-Friendship School District

Review and update information for those who will be responsible for management responsibilities. To add new personnel click "New Record" button. To drop personnel from the list select the person and press "Delete" button.

Person First Name	Person Last Name	Title of Management Position	Responsibility of Management Position	Other
Amy	Kolano	Coordinator	Approving Purchases or Rentals	
Amy	Kolano	Coordinator	Approving Regular or Overtime Hours for Employees	
Amy	Kolano	Coordinator	Reporting Participation and Cost Data; Preparing Claims	
Amy	Kolano	Coordinator	Coordination of Site Supervisors	
Amy	Kolano	Coordinator	Coordination of Monitoring Requirements	

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget]

Sponsor Training Session

It is required that sponsor administrative and operational personnel receive training annually. These training sessions are to be documented and kept on file. Sample training documentation forms can be found in the SFSP Administrative Guidance Manual attachments under Section 9, Recordkeeping.

1. To enter a training session, click on "New Record". To update information already listed, click on the name of the trainer.
2. Select the training type (administrative or operational) and enter the name of the person(s) providing the training, dates of each session, and session topics. Click "Save". Use the "Delete", as necessary.
3. Continue to add training sessions as necessary by clicking on "New Record".
4. Click "Continue" when finished.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Logout

Home Submit Contract

Summer Food Service Program (2010) Application
Sponsor Training Session Information

10014 - Adams-Friendship School District

Review and update training session(s) listed below. To add a new training session click 'New Record' button. To drop a session from the list select the session and press 'Delete' button.

[Training is Mandatory for all sponsor and site personnel]

Trainer First Name	Trainer Last Name	Training Type	Session Date	Session Topic
Amy	Kolano	Admin	05/01/2010	contract, claim, monitoring, civil rights
Amy	Kolano	Oper	06/01/2010	menu, meal counting, civil rights, sanitation, etc

NEW RECORD CONTINUE

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility]

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Logout

Home Submit Contract

Summer Food Service Program (2010) Application
Sponsor Training Session Information

10014 - Adams-Friendship School District

Review and update training session(s) listed below. To add a new training session click 'New Record' button. To drop a session from the list select the session and press 'Delete' button.

[Training is Mandatory for all sponsor and site personnel]

Trainer First Name	Trainer Last Name	Training Type	Session Date	Session Topic
Amy	Kolano	Admin	05/01/2010	contract, claim, monitoring, civil rights
Amy	Kolano	Oper	06/01/2010	menu, meal counting, civil rights, sanitation, etc

NEW RECORD CONTINUE

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility]

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Logout

Home

Summer Food Service Program (2010) Application
Modify, Delete Selected Personnel for Training Information

10014 - Adams-Friendship School District

Provide the training information of the staffing personnel. To Modify information change data and click save button. To delete the record click delete button.

Training Type: Admin
 Trainer First Name: Amy
 Trainer Last Name: Kolano
 Session Date: 5/1/2010 [MM/DD/YYYY]
 Session Topic: contract, claim, monitoring, civil rights

BACK SAVE DELETE

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility]

Civil Rights Pre-Award Compliance Review Information

1. Provide an estimate of the racial and ethnic make-up of the participants to be served by the SFSP. Prior year sponsors may use the actual numbers gathered on the Racial/Ethnic Data Form as an estimate if changes in the population served has not changed. Please note that this is a separate count by category. Be sure to total each category.
2. Indicate efforts to assure that minority populations have an equal opportunity to participate – Select 'yes' or 'no' for each area listed.
3. Describe efforts made to contact minority and grassroots organization about the opportunity to participate. Note text boxes on this page have a limited number of characters that may be entered. If more are entered an 'error' message will appear.
4. List any Federal agency/agencies providing financial support to your agency.
5. Indicate if your agency has been found to be in noncompliance with any of the federal agency/agencies from whom it receives assistance.
6. "Continue" when finished.

The screenshot shows the 'Civil Rights Pre-Award Compliance Review Information' section of the Summer Food Service Program (2014) Application. The form is titled '10014 - Adams-Friendship School District' and asks the user to 'Provide information in each of the four areas below.'

1. (A) ESTIMATE the racial makeup of the participants to be served in your Summer Food Service Program.

	Total Children (A)
American Indian or Alaskan Native	22
Asian	73
Black or African American	11
Native Hawaiian or Other Pacific Islander	0
White	1,558
Total Racial Makeup	1,654

(B) ESTIMATE ethnic makeup of the participants to be served in your Summer Food Service Program.

	Total Children (B)
Hispanic or Latino	55
NonHispanic or NonLatino	1,599
Total Ethnic Makeup	1,654

2. Indicate efforts made to assure that minority populations have an equal opportunity to participate (check all that apply).

Have written nondiscrimination policies	Yes ▼
Publicly post nondiscrimination statement	Yes ▼
Distribute program information to entire service area	Yes ▼
Provide SFSP media releases to local media	Yes ▼
Other	▼
If checked 'Other' Please describe: (1000 or less Characters)	

3. Describe efforts made to contact minority and grassroots organization about the opportunity to participate. (1000 or less Characters)

Phone calls will be made or letters sent to these organizations in our area. Posters are put in public locations with times and locations of meal services.

4. List any Federal agency/agencies providing financial support to your agency. (1000 or less Characters)

5. Has your agency ever been found to be in noncompliance by the Federal agency/agencies from whom it receives assistance? [Yes] [No]

CONTINUE

Navigation links at the bottom: [Sponsor Info] [Admin Personnel] [Personal Other Work] [Budget] [Management Responsibility] [Sponsor Training]

List of Sites Registered

At this point forward, the information requested will be specific to the site(s) where meals will be served. **All sponsors must have at least one site!**

Sites that have participated in the SFSP in prior years will appear on this page. If the site will continue participation this summer, click on the name of the site to update the site information. If the site will no longer participate, click on the name of the site, scroll down to the bottom of the first page of the site application and click on the "Delete" button.

1. To add sites to the application, click "New Record" to begin entering site information.

DO NOT click on the "Continue" button at the bottom of this page until you have entered ALL information for ALL of the sites (this will include the Site Application, Site Meal Service, Site Personnel and Sessions pages).

The screenshot shows the Wisconsin Department of Public Instruction website. The header includes the state logo and the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION". Below the header is a navigation bar with links: Home-Day Care, School Nutrition Program, Community Nutrition Program, Summer Food Program, Special Milk Program, Other Services, and Logout. The "Summer Food Program" link is highlighted. Below the navigation bar, the page title is "Summer Food Service Program (2014) Application List of Sites Registered". The district name "10014 - Adams-Friendship School District" is displayed. A note states: "Listed below is/are site(s) valid for the contract renewal process. Select the site by clicking on the site number and provide/update site contract information. Follow the same process for all site(s) your Agency wants to bring on the program. To 'Add' a new site to the contract, click the 'New Record' button and follow the instructions." Below the note is a table with columns: Site No., Site Name, Type of Site, and an action link.

Site No.	Site Name	Type of Site	
8514	Adams County Fair	Open	Update Site Details
8083	Adams County Library	Open	Update Site Details
8513	Adams-Friendship Elementary	Open	Update Site Details
8001	Adams-Friendship High School	Open	Update Site Details
8081	Adams-Friendship Middle School	Open	Update Site Details
11470	Baker Trailer Park	Open	Update Site Details
800859	Beaver Trailer Park	Open	Update Site Details
9371	Burt Morris Park	Open	Update Site Details
8003	Dolata's Trailer Park	Open	Update Site Details
8009	Driscoll's Trailer Park	Open	Update Site Details
8004	Edge of Town	Open	Update Site Details
800110	Friendship Beach	Open	Update Site Details

Site Application

1. Enter the Name of the site if it does not automatically appear.
2. Select the County in which the site is located. Sites must be located in Wisconsin.
3. Enter the Start and End Dates of Operation.
4. Enter the Address and Telephone number of the Food Service Site.
5. Enter the Name of the Site Supervisor.
6. Describe the geographic area to be served by the site. Indicate the name of the school if using elementary, middle school or high school free/reduced data to determine site eligibility. Camps, Upward Bound, and NYSP programs may omit this question.
7. Enter the Percent of Children to be Served by Site Who Meet Eligibility Requirements for Free/Reduced Price School Meals. If using school data, report the percent of students eligible to receive free/reduced price meals in the elementary school listed in above. Please note that school free/reduced data will qualify a site for up to 5 years. The percentages provided on this page may be updated annually or once every 5 years (sponsor's discretion).
8. Check all the USDA Programs (other than SFSP) which this *site* participates. Sites participating in the SFSP are not eligible to participate in the Special Milk Program during the same time period; sites which participate in the CACFP cannot switch to the SFSP unless: 1) there is a significant change in the services provided, and 2) there is a significant change in enrollment - USDA FNS Instruction 782-4, Rev. 2. Applicants must submit a full description of the site services/enrollment changes for consideration, if applicable.
9. Select the site type and method used to determine it eligible to participate. Submit documentation of eligibility, if required.

The screenshot shows the 'Summer Food Service Program (2010) Application Site Application' form. The header includes the Wisconsin Department of Public Instruction logo and navigation links: Home-Day Care, School Nutrition Program, Community Nutrition Program, Summer Food Program, and Logout. The form is titled '10014 - Adams-Friendship School District'.

General Information: Enter numbers like Zip, Phone without hyphen or dashes.

Site Name: [Text Field] County: [Dropdown Menu]

Site Program Start Date: [MM/DD/YYYY] Site Program End Date: [MM/DD/YYYY]

Street Address: [Text Field] City: [Text Field] Zip: [Text Field] Phone: [Text Field]

Name of Site Supervisor (if unknown at this time, provide to DPI prior to beginning of operation):

First Name: [Text Field] Last Name: [Text Field]

Geographic location and Free/Reduced Information:

Site Area Eligibility Describe geographic area to be served by site. Indicate name of school if using school free/reduced data to determine area eligibility for this site.

[Text Field]

Percentage of children to be served by site that meet eligibility requirements for free/reduced price school meals.

Percentage of Children % [00.0] Month [Dropdown] Year [YYYY]

Check all USDA Program in which this site participates:

☐ None ☐ Special Milk Program

☐ National School Lunch Program ☐ School Breakfast Program

☐ Child and Adult Care Food Program ☐ Food Distribution Program (Commodity)

Select Type of Site and provide list of supporting eligibility document attached:

Type of Site: [Closed Enrolled]

☐ 1. Public or nonprofit private schools located in the area of the site show that 50 percent or more of the enrolled children are eligible for free or reduced price meal.

☐ 2. Documentation from departments of welfare, education or zoning commissions indicate area is eligible.

☐ 3. Census tract information indicates area is eligible.

☐ 4. Household Size-Income Statements will be collected from parents and maintained on file to document the income eligibility for individual children and thus site eligibility (at least 50% of the children enrolled in the site must be determined "needy").

☐ 5. Eligibility documentation for individual children enrolled in site will be collected and maintained on file from the public or private school food authority(s) agreeing to release such information for the purpose of determining SFSP site eligibility. This data will indicate that at least 50 percent or more of the enrolled children are eligible for free or reduced price meals.

☐ 6. Upward Bound eligibility documentation for individual children enrolled in the program will be collected and maintained on file. This data will indicate that at least 50 percent or more of the enrolled children meet Upward Bound income requirements.

☐ 7. The site serves predominately children of migrant farm workers.

☐ 8. Household Size-Income Statements will be collected from parents and maintained on file to document the income eligibility for individual children.

☐ 9. Eligibility documentation for individual children enrolled in the site will be collected and maintained on file from public or private school food authority(s) agreeing to release such information for the purpose of determining SFSP site eligibility.

☐ 10. Upward Bound eligibility documentation for the individual children enrolled in the program will be collected and maintained on file.

☐ 11. Children served at the site are bussed from areas that are eligible using school, census or other approved data.

☐ 12. NYSP site complies with the Department of Health and Human Services guidelines for income eligibility for children attending this program.

Site Application Continued

10. Enter Tentative Visit Date(s), Review Schedule and Monitor information for the site.

11. Check the box provided if the applicant is requesting a Meal Pattern Exception or Variation for this particular site. A separate request will need to be mailed/e-mail to DPI for consideration.

12. Select type of menu planning system and offer versus serve provision to be used at this site. School sponsored sites may choose to plan meals following the SFSP Meal Pattern or the NSLP or SBP meal pattern. Non-school sponsors and schools not participating in the NSLP must use the SFSP meal pattern. See the SFSP Administrative Guidance Manual for details on Offer Versus Serve and how it applies to the various meal types within the various meal patterns. Please note that the snack meal pattern is the same for all Child Nutrition Programs.

13. Provide Meal Service Information.

14. Select Meal Count Procedure for the Site.

Provide Meal Adjustment and Facility Information	
Procedures are in place for the adjustment of meal orders to reflect the number of children participating daily. Yes ▼	
Briefly describe procedure for adjusting meal orders.	
Site has adequate facilities for holding meals at proper temperatures or meals will be served within one hour. Yes ▼	
Briefly describe holding facilities or indicate meals are served within one hour.	
Site has adequate facilities for storing leftover meals or meals are returned to the meal preparation kitchen Yes ▼	
Briefly describe storage facilities or indicate meals are returned to the meal preparation kitchen.	
Check/Select all that apply to the site	
<input type="checkbox"/> Food service is the part of a regularly scheduled organized program of activities for children at this site <input checked="" type="checkbox"/> This site participated in the Summer Food Service Program in prior years Prior sponsor name Adams-Friendship Area School Most recent year of participation 2012 [YYYY]	
 BACK CONTINUE DELETE	
[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training] [Civil Rights Compliance] [Site(s) Listing]	

Provide Tentative Visit Date(s), Review Schedule and Monitor Information	
Date of Scheduled Preoperational Visit: MM/DD/YYYY	[Do not enter date if 'Not Applicable']
Date of Scheduled First Week Visit: MM/DD/YYYY	[Do not enter date if 'Not Applicable']
Date of Scheduled Review: MM/DD/YYYY	[Must be completed prior to end of 4th week of site's operation]
Monitor First Name 	Last Name
<input type="checkbox"/> Check if Sponsor requesting Meal Pattern Exception or Variation for this site. Submit detailed request in writing to DPI	
Select Menu Planning System used to plan meals and Offer Vs Serve provision for SFSP Site.	
Menu Planning System	
Breakfast	SFSP Meal Pattern ▼
Lunch	SFSP Meal Pattern ▼
Supper	None ▼
Offer Vs Serve	
Breakfast	No ▼
Lunch	Yes ▼
Supper	None ▼
Provide Meal Service Information	
Meal Preparation Method	Sponsor preparation at central kitchen facility ▼
Site Location	Indoor. ▼
Meal prepared/delivered	<input type="radio"/> Meals Prepared on Site <input checked="" type="radio"/> Meals Delivered to this Site
How many Children can eat at this site at one time	100
How will the meal service be supervised (200 Characters)	<div style="border: 1px solid black; padding: 2px;"> Site supervisor will be responsible for making sure all children are served properly. </div>
Select Meal Count Procedure for the site	<input type="radio"/> Meal count is taken at the end of the meal service line at the point it has been determined that the child has received a complete meal <input checked="" type="radio"/> Meal count is taken at the beginning of the meal service line. A person is positioned at the end of the line to verify that each child has received a complete meal. <input type="radio"/> Family Style Meal Service - The meal count is taken after the children have been seated and have received their meal. (Applicable for Camp Site Only) <input type="radio"/> Other
[If you selected 'Other' as meal count Procedure for the site please describe it] (150 Characters only)	

15. Select YES or NO to

the statements that apply to the food service operation. Provide a brief description of the procedures for adjusting meal orders, description of facility for holding meals, and for storing leftover meals.

16. Click on "Continue" when finished.

Site Food Service Personnel Information

1. Click "New Record" to enter the title, number of hours devoted to the SFSP, salary per hour, specific food service duties and dates of employment for all food service persons at the site. To update information, click on the title of the operational position.
2. Click on "Continue" when finished.

Summer Food Service Program (2010) Application
Food Service Personnel Working at Site Information
999090 - Super Summer Food Program
330841 - XYZ Site

Operational Labor Personnel
Review and update personnel information for those who will be responsible for working at sites. To add new personnel click 'New Record' button. To drop personnel from the list select the person and press 'Delete' button.

Title of Operational Position (i.e., Cook, Assistant Cook, Volunteer)	Total Hours Devoted to SFSP	Salary Per Hour, If Volunteer Enter Zero	Total Salary Amount for Program	Specific Food Service Duties	Start Date of Employment for the SFSP	End Date of Employment for the SFSP
Volunteer	100	0.00	0.00	serve, count meals, clean-up, order for next day	06/10/2010	08/10/2010

[NEW RECORD](#) [CONTINUE](#)

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training]
[Civil Rights Compliance] [Site(s) Listing] [Site Application]

Summer Food Service Program (2010) Application
Food Service Personnel Working at Site Information
999090 - Super Summer Food Program
330841 - XYZ Site

Operational Labor Personnel
Review and update personnel information for those who will be responsible for working at sites. To add new personnel click 'New Record' button. To drop personnel from the list select the person and press 'Delete' button.

Title of Operational Position (i.e., Cook, Assistant Cook, Volunteer)	Total Hours Devoted to SFSP	Salary Per Hour, If Volunteer Enter Zero	Total Salary Amount for Program	Specific Food Service Duties	Start Date of Employment for the SFSP	End Date of Employment for the SFSP
Volunteer	100	0.00	0.00	serve, count meals, clean-up, order for next day	06/10/2010	08/10/2010

[NEW RECORD](#) [CONTINUE](#)

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training]
[Civil Rights Compliance] [Site(s) Listing] [Site Application]

Summer Food Service Program (2010) Application
Add New Food Service Personnel Working at Site Information
999090 - Super Summer Food Program

Operational Labor Personnel
Provide the titles, Employment Dates, Specific duties and Salary of the staffing personnel and click save button to save the data. Click 'Back' button to go back without saving.

Title of Operational Position (i.e., Cook, Assistant Cook, Volunteer)

Total Hours Devoted to SFSP

Salary Per Hour, If Volunteer Enter Zero

Specific Food Service Duties

Start Date of Employment for the SFSP [MM/DD/YYYY]

End Date of Employment for the SFSP [MM/DD/YYYY]

[BACK](#) [SAVE](#)

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training]
[Civil Rights Compliance] [Site(s) Listing] [Site Application]

List of Session(s) Registered

A session is the period of time in which meals are served at this site. Camps should list each group of children attending camp as a separate session. Occasionally the dates of these separate sessions will overlap - that is OK. Use "New Record" at the top of the page to add another session. Non-camp sites may also need to list more than one session if there is a break of a week or more between the dates of operation. For single session sites, list the beginning and ending date of meal service for the entire summer.

IT IS IMPARATIVE THAT CHANGES MADE TO THIS SECTION OF THE SITE APPLICATION BE SUBMITTED AND APPROVED BY DPI PRIOR TO THE CHANGE OCCURING. DPI CANNOT REIMBURSE A SPONSOR FOR MEAL SERVICE THAT HAS NOT RECEIVED PRIOR APPROVAL.

1. Click to **"New Record"**. Do NOT click on "Continue" until all sessions for the site you are working on have been entered.
2. When finished adding all sessions for the site you are working on, click "Continue" to take you back to the List of Site(s) Registered page.

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Logout

Home Submit Contract

Summer Food Service Program (2010) Application
List of Registered Session(s) Information

10014 - Adams-Friendship School District
330740 - ABC Site

Review/Update session(s) information. Click on the session number to review or update information. To add new session click 'New Record' button. To drop session from the list select the session and press 'Delete' button.

Session No	Session Beginning Date	Session Ending Date


[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training]
[Civil Rights Compliance] [Site(s) Listing] [Site Application] [Site Operational Personnel]

Session Information

1. Enter the beginning and ending dates for this particular session.
2. Enter the number of days that the site will operate during each month listed. Enter "0" if not operating in a particular month.
3. Check each day of the week that the site will operate.
4. Meal Service Information - Select the meal services that will be provided under the SFSP at this site. Also provide the estimated number of children to be served daily, the estimated number of these children that are eligible for free and reduced priced meals, and the beginning and ending time for each meal service.

Entering Times of Meal Service - **Enter using decimals** (i.e. 8:30 as 8.30; 10:00 as 10.00, etc.). Select AM or PM.

3. Click on "Save" when finished. You will be taken back to the List of Sessions page.


**WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION**

[Home-Day Care](#)
[School Nutrition Program](#)
[Community Nutrition Program](#)
[Summer Food Program](#)
[Logout](#)

Home

Summer Food Service Program (2010) Application
Add Session Information

10014 - Adams-Friendship School District
330740 - ABC Site

Session Beginning Date / / [MM/DD/YYYY]
 Session Ending Date / / [MM/DD/YYYY]

Number of Operating Days in each Month

May	June	July	August	September
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Scheduled date(s) Site will be Closed (i.e. July 4th, etc.)

Operating Days of the Week (Check each day this site will operate on a regular basis)

☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☐ Friday
 ☐ Saturday
 ☐ Sunday

Meal Service Information [Enter times of meal service with decimals and not colons]

Check Type of Meal to be Served	No. Of Children to be Served by Meal Type	No. Of Children eligible for Free Reduced Price Meal	Time Meal Service Begin	Time Meal Service End
<input type="checkbox"/> Breakfast	<input type="text"/>	<input type="text"/>	<input type="text"/> AM <input type="radio"/> PM	<input type="text"/> AM <input type="radio"/> PM
<input type="checkbox"/> AM Supplement	<input type="text"/>	<input type="text"/>	<input type="text"/> AM <input type="radio"/> PM	<input type="text"/> AM <input type="radio"/> PM
<input type="checkbox"/> Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/> AM <input type="radio"/> PM	<input type="text"/> AM <input type="radio"/> PM
<input type="checkbox"/> PM Supplement	<input type="text"/>	<input type="text"/>	<input type="text"/> AM <input type="radio"/> PM	<input type="text"/> AM <input type="radio"/> PM
<input type="checkbox"/> Supper	<input type="text"/>	<input type="text"/>	<input type="text"/> AM <input type="radio"/> PM	<input type="text"/> AM <input type="radio"/> PM

 **BACK**
 **SAVE**

[\[Sponsor Info\]](#)
[\[Admin Personnel\]](#)
[\[Personnel Other Work\]](#)
[\[Budget\]](#)
[\[Management Responsibility\]](#)
[\[Sponsor Training\]](#)
[\[Civil Rights Compliance\]](#)
[\[Site\(s\) Listing\]](#)
[\[Site Application\]](#)
[\[Site Operational Personnel\]](#)

List of Session(s) Registered

1. If you have more sessions to enter for the site, click on "New Record". To delete a session, click on the Session number and then click on the "Delete" button at the bottom of the session page.
2. When you are **finished** entering all sessions for a particular site, click on "**Continue**".
3. This will take you back to the **List of Site(s) Registered** page. If you have more **sites** to enter, click on "**New Record**". Follow the instructions as previously stated until all site information has been entered. When you are **finished** entering all sites, click on "**Continue**" on the List of Site(s) Registered page. You will then be taken to the List of Documents to be Submitted to DPI for Approval page.
4. **When to delete a site** - when it was entered in error and when you are notified that the site will not operate at all. If the site serves meals, but has a change in the dates of operation, do not delete this site. Go to the site information by clicking on the Site Name and modify the dates of operation on both the Site Application page and the Session page.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home Submit Contract

Summer Food Service Program (2010) Application
List of Registered Session(s) Information

10014 - Adams-Friendship School District
330740 - ABC Site

Review/Update session(s) information. Click on the session number to review or update information. To add new session click 'New Record' button. To drop session from the list select the session and press 'Delete' button.

Session No	Session Beginning Date	Session Ending Date
2747	06/10/2010	08/10/2010

NEW RECORD CONTINUE

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training]
 [Civil Rights Compliance] [Site(s) Listing] [Site Application] [Site Operational Personnel]

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home Submit Contract

Summer Food Service Program (2010) Application
List of Sites Registered

10014 - Adams-Friendship School District

Listed below is/are site(s) valid for contract renewal process. Select the site by clicking site number and provide/update site contract information. Follow the same process for all the site(s) Agency wants to bring in the program. To 'Add' a new site to the contract, click the 'New Record' button and follow the instruction.

Site No.	Site Name	Type of Site
330740	ABC Site	Open
8513	Adams-Friendship Elementary	Open
8001	Adams-Friendship High School	Open
8081	Adams-Friendship Middle School	Open
8005	Friendship Park	Open
8389	Grand Marsh School	Open
8006	Lion's Park	Open
8007	Oak Ridge Apartments	Open

NEW RECORD CONTINUE

List of Documents to be Submitted to DPI for Approval

Based on the information provided in the Application you will be provided with a list of documents that must be submitted to DPI prior to your Application being approved. You may mail, fax or e- mail these documents to:

Amy J. Kolano, RD, CD
Summer Food Service Program Coordinator
Department of Public Instruction
PO Box 7841
Madison, Wisconsin 54707-7841
Fax: 608-267-0363
amy.kolano@dpi.wi.gov

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Special Milk Program Other Services Logout

Home Enter-Modify Contract

**Summer Food Service Program (2011) Application
Document(s) Need to be Submitted for Approval**

10014 - Adams-Friendship School District

List of Document to be Submitted to DPI for Review

- Letter to the Health Department

CONTINUE

[\[Sponsor Info\]](#) [\[Admin Personnel\]](#) [\[Personnel Other Work\]](#) [\[Budget\]](#) [\[Management Responsibility\]](#) [\[Sponsor Training\]](#)
[\[Civil Rights Compliance\]](#) [\[Site\(s\) Listing\]](#)

Certification Page

1. Read the terms listed and the Permanent Agreement/Policy Statement (link provided at the bottom of the page). Click on the **"Submit"** button to agree to the terms and conditions of the Annual SFSP Application and Permanent Agreement/Policy Statement. This will submit the contract to DPI for review and approval. If you review or update information after the initial submission, you must always click the **"Submit"** button when exiting the contract to allow DPI to review the changes.
2. Print off a copy of the Permanent Agreement/Policy Statement and keep with a copy of the Application. School Food Authorities participating in the National School Lunch Program should refer to their Permanent Agreement/Policy Statement. A copy can also be found online at: http://fns.dpi.wi.gov/fns_online, under School Programs, Contracts.

The screenshot shows the 'Summer Food Service Program (2010) Application Certification' page. At the top is the Wisconsin Department of Public Instruction logo. Below it is a navigation bar with links: Home-Day Care, School Nutrition Program, Community Nutrition Program, Summer Food Program, and Logout. The main heading is 'Summer Food Service Program (2010) Application Certification'. Below this is the district name '10014 - Adams-Friendship School District' and the word 'CERTIFICATION'. The main content area is titled 'All Sponsors:' and contains several bullet points regarding the certification of information and compliance with federal and state regulations. Below this is a section titled 'In addition Sponsors Not Participating in the National School Lunch Program further Certify:' with more bullet points. At the bottom of the main content area is a link to the 'SFSP Annual Agreement and Policy Statement'. A 'Submit' button is located at the bottom right of the main content area. At the very bottom of the page is a navigation bar with links: [Sponsor Info], [Admin Personnel], [Personnel Other Work], [Budget], [Management Responsibility], and [Sponsor Training].

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Logout

Home Submit Contract

Summer Food Service Program (2010) Application Certification

10014 - Adams-Friendship School District

CERTIFICATION

All Sponsors:

- I certify that the information within this application is true and correct to the best of my knowledge and that the applicant herein named is in compliance with the audit requirement stated in 7 CFR Part 3052.
- I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation or withholding of information may subject me to prosecution under applicable State and Federal criminal statutes.
- If the applicant operates a migrant site(s), I certify that all migrant sites operated by the applicant serve children of migrant worker families. If the site(s) also serve non-migrant children, it is understood that the site must serve predominately migrant children.

In addition Sponsors Not Participating in the National School Lunch Program further Certify:

- If the applicant operates a National Youth Sports Program (NYSP) site(s), I certify that all NYSP sites operated by applicant serve only children enrolled in the NYSP; and that the NYSP site(s) comply with the Department of Health and Human Services guidelines for income eligibility for children attending the NYSP.
- If the applicant herein named seeks approval as a unit of local, municipal, county or State government, or as a private nonprofit organization, I certify that the applicant will directly operate the Program in accordance with SFSP regulation 7 CFR Part 225.14(d)(3).
- I agree to abide by the terms and conditions of the SFSP Application, Annual Agreement and Policy Statement.

[SFSP Annual Agreement and Policy Statement](#)

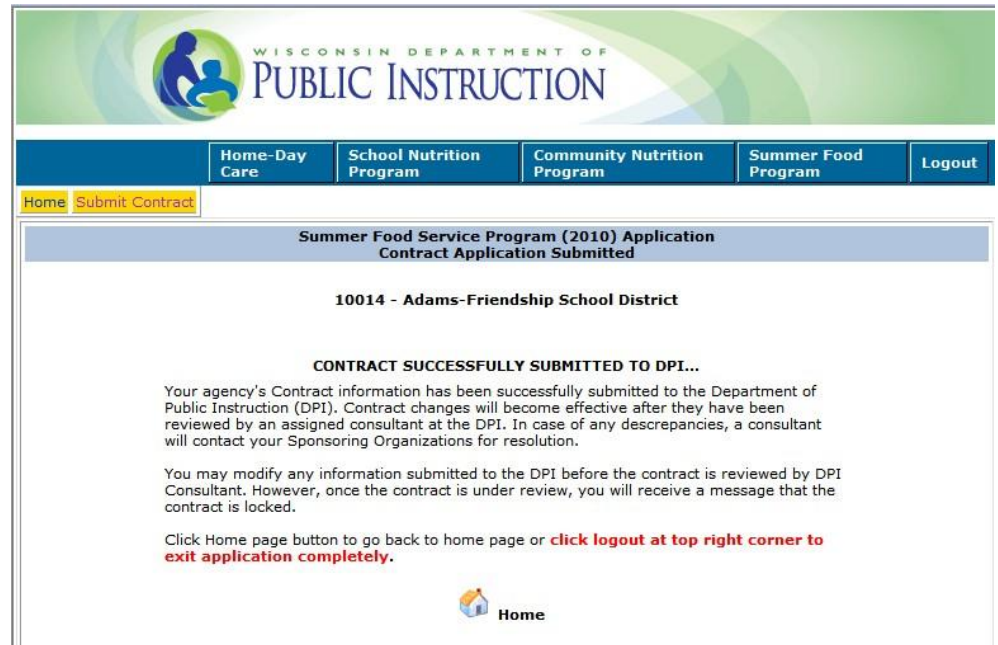
Submit

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training]

Contract Submission & Print/Browse Function

You can print and browse the approved CACFP online application at any time. The only exception is if you have submitted the online application and it has been “locked” and is pending review and approval by DPI.

1. When your contract data has been received at the DPI, the following message appears **“Contract Successfully Submitted to DPI...”**
2. Click the **“Logout”** button at the top, right hand side of the page to exit the FNS system.
3. At this point, the application will be **‘locked’** and the Agency will not be able to access it until it has been approved or when the DPI consultant unlocks it for the Agency to complete missing or incomplete information.
4. If the Agency needs to get back into the application prior to the DPI consultant’s review, contact either Amy Kolano at amy.kolano@dpi.wi.gov or Kimberly Musiedlak at kimberly.musiedlak@dpi.wi.gov to unlock the contract.



What happens next?

DPI will review the application. Once DPI begins the review of the application it will be 'locked' and the Agency will not be able to access it until it has been approved or when the DPI consultant unlocks it for the Agency to complete missing or incomplete information. If the application is incomplete, the Agency will be notified using the contact information provided in the contract Preparer/Enterer screen. A complete application will not be approved until the required documents are also sent in to DPI - see page 25 for details. Once approved, the Agency will receive an approval letter via e-mail or in the mail. If any waivers have been requested, the waiver decision will be included in the letter as well.

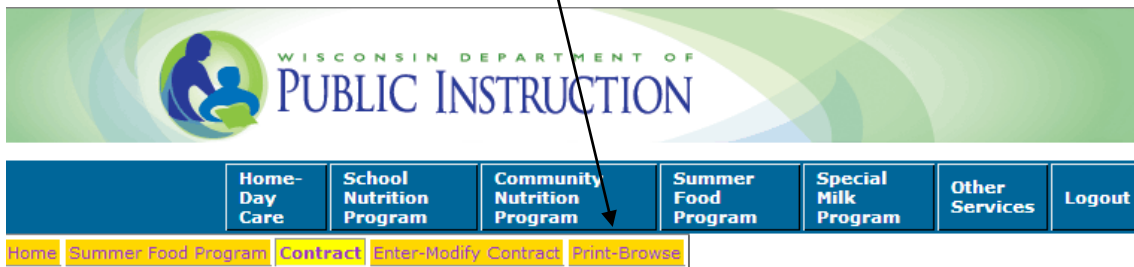
It is the Agency's responsibility to print off a copy of the approved Application. Once the agency has received the DPI approval letter, go back into the contract system and print off a copy to maintain on file for a period of three years, plus the current year.

Print/Browse

You can print and browse the approved SFSP online application at any time. The only exception is if you have submitted the online application and it has been “locked” and is pending review and approval by DPI.

To print or browse the online SFSP application:

1. Log into the application using your assigned agency code and pass word.
2. Select Summer Food Service Program.
3. Select Contract.
4. Select Print-Browse Application



Print/Browse

Select the Program year from the drop-down box and click "Continue".

The Application will download as a pdf file. Open the file with the system viewer. This allows for printing the entire Application or you may select certain pages to print.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Special Milk Program Other Services Logout

Home Contract **Print-Browse**

Summer Food Service Program
[View Approved Contract]

10014 - Adams-Friendship School District

[Program Fiscal Year]

Select Fiscal Year for which your Agency want to Browse/View Contract.
[No Year in List Box mean Agency does not have approved Contract]

Select Program Year: 2013 ▼

CONTINUE

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Special Milk Program Other Services Logout

Home Contract **Print-Browse**

Summer Food Service Program
[View Approved Contract]

10014 - Adams-Friendship School District

[Program Fiscal Year]

Select Fiscal Year for which your Agency want to Browse/View Contract.
[No Year in List Box mean Agency does not have approved Contract]

Select Program Year: 2013 ▼

CONTINUE

- Open
- Always open files of this type
- Open with system viewer**
- Show in folder
- Cancel

10014-Adams-Friendsh...pdf

Show all downloads...

10014-Adams-Friendship School District-2013 (5).pdf - Adobe Reader

File Edit View Document Tools Window Help

Pages: Go to specific pages using thumbnail images

1 2 3 4 5 6 7 8 9 10

Summer Food Service Program (2013) Application
List of Sites Registered

10014 - Adams-Friendship School District

Site No.	Site Name	Type of Site
8914	Adams County Fair	Open
8963	Adams County Library	Open
8513	Adams-Friendship Elementary	Open
8001	Adams-Friendship High School	Open
8081	Adams-Friendship Middle School	Open
11470	Baker Trailer Park	Open
80089	Beaver Trailer Park	Open
9371	Burt Morris Park	Open
8003	Dolan's Trailer Park	Open
8009	Orsini's Trailer Park	Open
8004	Edge of Town	Open
800110	Friendship Beach	Open
8005	Friendship Park	Open
800108	GM First Congregational United Church of	Open
8389	Grand Marsh School	Open
800505	Immanuel Ev Lutheran Church	Open
11502	Kilbourn Library Park	Open
800885	King Pine Trailer Park	Open
800893	Lake Dellen Elementary School	Open
8005	Lynn's Park	Open
800236	Neenah-Chunk-Gra Head Start at Hwy H	Open
8007	Oak Ridge Apartments	Open
800109	Old AF Grade School Lot	Open
800938	Pinequizer Mobile Home Park	Open